

City of Chattanooga, TN
Personnel Class Specification

Class Code 0530

FLSA: Exempt

CLASSIFICATION TITLE: DESIGN REVIEW ENGINEER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage compliance with the City's Stormwater Ordinance and other applicable state and federal regulations as they apply to the design of commercial projects, subdivisions and certain residential projects to protect human health, property and the environment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations; conducts or coordinates staff training.

Coordinates daily work activities; organizes, prioritizes, and assigns work; schedules and coordinates staff projects and functional activities; conducts staff meetings; monitors status of work in progress and inspects completed work; reviews and edits documentation prepared by staff; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Examines architectural and civil engineering documents associated with construction of sanitary sewers, storm water management facilities, storm water conveyance pipes and channels, detention facilities, gutters, curbs, new subdivisions, new streets, roads, and sidewalks.

Reviews sanitary sewer plans, analyzes flow data and provides recommendations for corrections or redesign needs; prepares recommendation letters indicating changes and final acceptance.

Reviews storm water management plans and prepares letters of recommended changes or redesign needs; ensures compliance with storm water ordinance and issues approval for construction.

Conducts field investigations to identify problem areas and provides recommendations for correction.

Prepares and reviews plans for internal sanitary sewer collection system projects; ensures compliance with all applicable codes, laws, standards and procedures.

Compiles and processes a variety of documentation associated with departmental operations; performs research; analyzes data and identifies trends; prepares or generates reports; maintains records.

Prepares and presents staff education sessions regarding erosion and sediment control, storm water management, water flow analysis, sanitary sewer construction and other water resource facilities.

Prepares or completes various forms, reports, correspondence, progress reports, logs, purchase requests, budget requests, contracts, specifications, bid tabulations, technical study reports or other documents.

Develops and implements budget for area of assignment; monitors and approves expenditures to ensure compliance with approved budget; manages financial assets relating to staff functions and activities.

Receives various forms, reports, correspondence, work orders, invoices, logs, flow reports, statistical data, video tapes, contracts, drawings, graphs, product data sheets, specifications, engineering plans, maps, manuals, policies, procedures, reference materials and other documents; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, e-mail, computer-aided design or other software programs.

Attends meetings as needed.

Consults with supervisor, other municipalities, and other officials to provide recommendations, resolve problems and receive advice or direction.

Communicates with supervisor, employees, other departments, engineers, contractors, vendors/suppliers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems or give/receive advice/direction; communicates using telephone and/or two-way radio; provides information and assistance; takes and relays messages; returns calls as needed.

Maintains current knowledge of applicable laws and regulations; maintains an awareness of new trends and advances in the profession; reads professional

literatures; maintains professional affiliations; attends workshops, product demonstrations, and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates and maintains a motor vehicle. Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelors degree in Civil, Sanitary or Environmental Engineering with six to nine years experience in civil engineer design experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must be Tennessee Licensed Professional Engineer and hold valid Tennessee drivers license at time of appointment.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, smoke, temperature extremes, confined spaces, traffic hazards, electric currents, animal/wildlife attacks, animal/human bites, water hazards, or rude/irate customers.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: September 2005